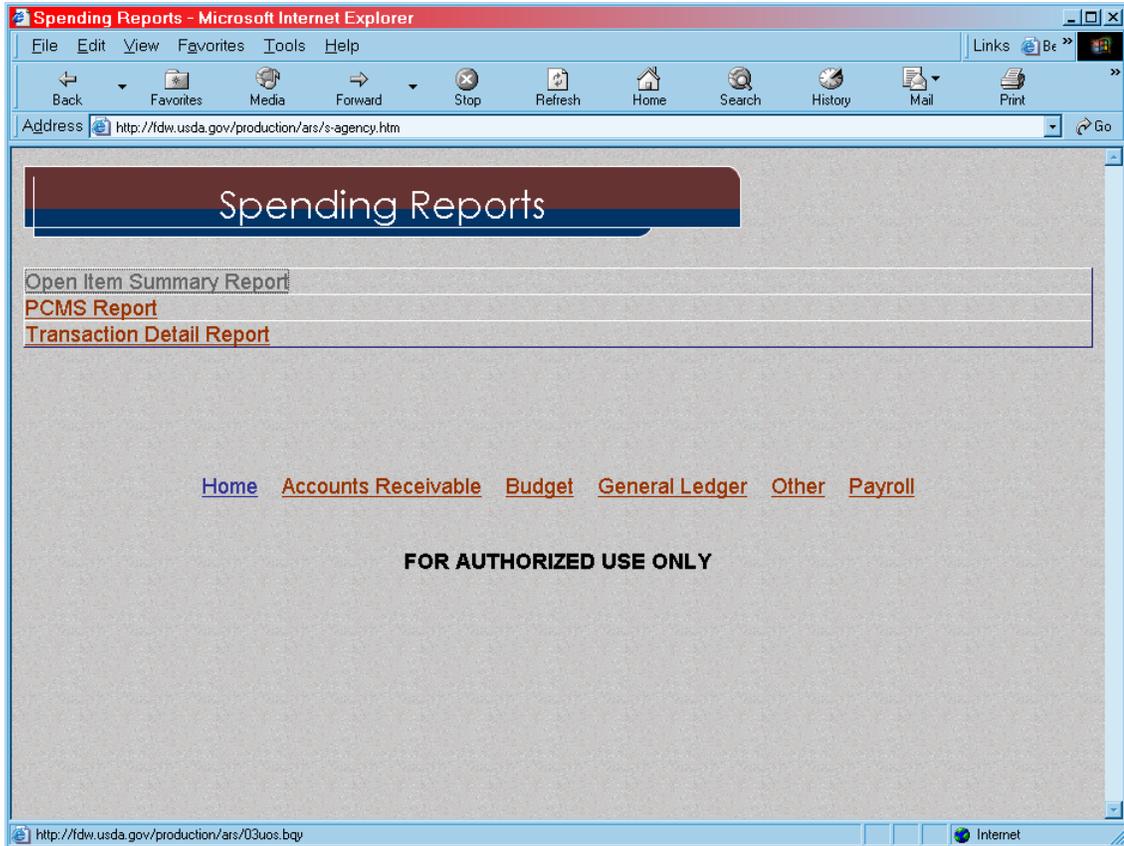


OPEN ITEM SUMMARY REPORTS:

1. Choose Spending Reports
2. Choose Open Item Summary Report



ALWAYS choose the current FY at this screen

Limit: Fiscal Year

Enter only one Fiscal Year in YYYY format.

Not <= Less or Equal

Not <= Less or Equal

Select All Remove

1999
2000
2001
2002
2004
2005
2006
2007

OK Cancel Help

Select either one or all of the Budget Fiscal Years on which you wish a report. I'd always start with the most recent prior year (i.e. 2001) first. This sets up the parameters for the rest of the reports. You can then run reports on any FY you choose. In this instance I ran and received a report on all five fiscal years.

Limit: Budget Fiscal Year

Select Beginning Budget Fiscal Year(s) or click <Ignore>.

Include Nulls

Include Nulls

Not = Equal

Not = Equal

Select All Remove

1997
1998
1999
2000
2001
2002
2003
2004

OK Cancel Ignore Help

ALWAYS select “Ignore” at this screen

Limit: End Budget Fy

Select Ending Budget Fiscal Year(s) or click <Ignore>.

Include Nulls

Not = Equal

Select All Remove

1997
1998
1999
2000
2001
2002
2003
2004

OK
Cancel
Ignore
Help

For this report (or any report on which you want all accounts at your location included), select “Ignore” at this screen

Limit: Fund

Select Fund(s) or click <Ignore>.

Include Nulls

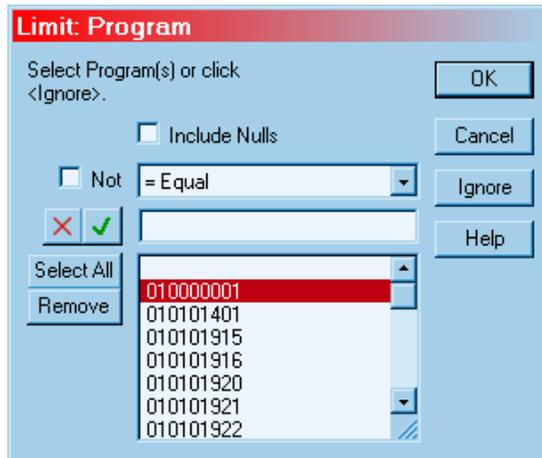
Not = Equal

Select All Remove

01
0117CX
02
0500CX
07
08
1400C
1400CM

OK
Cancel
Ignore
Help

For this report (or any report on which you want all accounting codes) select “Ignore”



Waiting...

...**A**s time flies by...



The report will process and return the data. This report included all 5 years, with the years being interspersed throughout the report. The years for the data are shown under the column heading “BFY/EBFY”.

REPORT ID: UOS
 RUN DATE: 06/18/02

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL RESEARCH SERVICE
 OPEN ITEM SUMMARY BY DOCUMENT ID
 FISCAL YEAR: 2002 FISCAL MONTH: June

Division: 36 MIDWEST AREA
 Location: 3602000 WEST LAFAYETTE, INDIANA

TC	Document ID	Vendor Code	Vendor Name	BBFY/EBFY	Program	Trans Date	Obligations	Expenditures
M1	533K1590244	540870172 A	SHIVE-HATTERY, INC.	2001/	013602410	03/27/02	12,530.67	11,822.00
Total for TC/Document ID: M1 533K1590244							12,530.67	11,822.00

Report Group1(Table): Division * Division Name
 Report Group2(Table): Reporting Org 1 * Org1 Name
 Report Group3(Table): TC/Document Total
 Report Group4: Drag columns here to create a category

4 Page(s) built